

UNIFORM REFUND POLICY

PROGRAMS CONSISTING OF 120 CLOCK HOURS OR LESS

The postsecondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified in this section or as otherwise approved by the commission.

The following refund policy applies to each resident postsecondary proprietary educational program consisting of 120 or fewer clock hours.

(1) A student is entitled to a full refund if one (1) or more of the following criteria are met:

- (A) The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.
- (B) The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.
- (C) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.
- (D) If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation classes, the student withdrew from the program within three (3) days.

(2) A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution, is entitled to a pro-rata refund based upon the number of days less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

(3) An institution must make the proper refund, based upon the student's last day of attendance. The refund must be made within thirty-one (31) days of the student's request for cancellation or withdrawal.